MEMPHIS STATE UNIVERSITY

EVENING DIVISION • SPRING SEMESTER '66

MAIN CAMPUS
EAST MEMPHIS
38111
PHONE 324-3601 EXT. 241

DOWNTOWN
81 MADISON BLDG.
38103
PHONE 527-1602

MEMPHIS, TENN.

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MEMPHIS STATE UNIVERSITY

EVENING DIVISION, SPRING SEMESTER 1966

MAIN CAMPUS DOWNTOWN

The Evening Division offers courses both on the campus and in the Downtown Division. By providing such college courses in the evening this division aims at fulfilling several educational needs not met by the regular day program.

A major objective is to provide instruction leading to baccalaureate degrees for those who, for a variety of reasons, are not able to attend during the day. In a large measure this is simply an extension of the day program into the evening hours. Regular courses are offered and residence credit is granted.

In addition, The Evening Division provides (a) formal courses for students already holding college degrees but desirous of further training; (b) adult vocational-technical training for those seeking upgrading or change in employment; (c) basic lower-division and pre-professional programs for those preparing to enter professional schools; and (d) an extended general education for those interested in increasing their civic and social competence.

GENERAL INFORMATION

ADMISSION REQUIREMENTS: It is recommended that prospective students study detailed admission requirements as stated in the current Memphis State University Bulletin, pages 55-60.

All students desiring to enter Memphis State University Evening Division must comply with the following:

REGULAR STUDENT

(a) File application for admission with Dean of Admissions and pay application fee of $5.00 by January 28, 1966.

(b) A transfer student must have an official transcript of credits from each college that he has attended sent to the Dean of Admissions.

(c) A beginning freshman must have a high school transcript of credits mailed from the high school from which he graduated to the Dean of Admissions.

(d) Submit an entrance examination score (information concerning the examination is available from the Office of the Dean of Admissions).

(e) Full time students (those enrolled for 12 semester hours) must submit the required health service record.

ADULT SPECIAL STUDENT

(a) File application for admission with the Director of the Evening Division and pay application fee of $5.00 by day of registration.

(b) If applicant is under 21 years of age he must have graduated from high school. He must furnish a transcript of units earned stating the date of graduation. This document must be mailed by the school from which the student graduated to the Director of the Evening Division.

(c) A transfer student must request the registrar of each college attended to mail a transcript of credits to the Director of the Evening Division.

REGISTRATION: (Main Campus) Orientation and registration for new students will be held Tuesday, February 8 at 5:00 p.m. in the University Auditorium. New students may begin registration at the close of orientation.

Former and current students will register February 8 according to the following schedule—students whose surnames begin with G-N at 5:30 p.m., O-Z at 6:30 p.m., A-F at 7:30 p.m. Classes will meet as scheduled February 9.

REGISTRATION: (Downtown Division) Registration for classes will be held Thursday, February 10 from 5:30-7:30. Classes will meet as scheduled on Monday, February 14.

CHANGE OF COURSE PROCEDURE

After a student's registration is completed, he may, within specified time limits, change his class schedule through the process of adding and/or dropping courses. Application for permission to add or drop courses is made to the student's adviser; a transient student that has not been assigned an adviser should make application to the chairman of the department offering the course which he wishes to add or drop. A charge of $3.00 will be made for each add or drop processed. The last day for adding a course is Wednesday, February 16 (Main Campus) and Monday, February 21 (Downtown Division). The last day for dropping a course is March 2 (Main Campus) and March 7 (Downtown Division).

WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from the University by advising the Director of the Evening Division in person or in writing. Failure to notify the Director of withdrawal will result in a grade of "F" for each course in which the student is registered. The last day for withdrawing from the University is Friday, May 13. Refund of fees for withdrawal will be made according to the policy stated on page 64 of the 1965-66 Memphis State University Bulletin.

FINAL EXAMS

Final examinations for evening courses will be held on the evenings of May 23 and 24 during the regularly scheduled class period.

COURSE CANCELLATION. The University reserves the right to cancel courses listed in this bulletin for which there are inadequate registrations.

FEES:

For Residents of Tennessee	$7.50 per semester hour credit
For Non-Residents	$15.00 per semester hour credit

YOU SHOULD KNOW

PACKET PICK-UP:

See back cover of this schedule.

PARKING ON CAMPUS:

Each person who expects to operate and park an automobile on the campus of Memphis State University must register it in the traffic office, Room 130, Administration Building, and receive an official permit. Permits are valid from September through August. Student zoning restrictions are not in effect after 4 p.m.

BULLETIN BOARD:

Evening students are held responsible for all notices that affect them which appear on the Evening Division Bulletin Board, outside the Evening Division Office, Room 221, Administration Building.

INCLEMENT WEATHER POLICY:

It is not the policy of the Evening Division to dismiss classes because of inclement weather. Our policy is to hold classes at all times and to provide instruction for students who appear. Students are urged to meet their classes when possible to do so and to refrain from inquiry by telephone as to whether classes will meet. In the event that classes should have to be dismissed, announcements will be made by radio, television and newspapers.

EXPLANATION OF ABBREVIATIONS

The location of each class is indicated in this Schedule by the use of an abbreviation for the name of a building, plus a room number; for example, OHJ101 means that the class meets in Room 101 of O. H. Jones Hall. The following abbreviations are used to designate the various buildings on the campus:

A	Administration Building	F	Field House
B	Biology Building	H	Humanities Building
BA	Business Administration Building	T	Technology
Bn	Band Building	J	Johnson Hall
CS	Campus School	L	Library
Ed	Education Building	M	Manning Hall
		OHJ	O. H. Jones Hall

STUDENT SERVICES

PLACEMENT SERVICE:

The Office of Alumni Placement arranges interviews between graduating students and prospective employers and maintains an active file of employment opportunities for alumni who wish to change positions or advance in their fields.

Part time employment for undergraduate students is handled through a branch office of the Tennessee Department of Employment Security located on the first floor of the Administration Building, Room 120. In cooperation with employers throughout the metropolitan area of Memphis, this office attempts to place students in part-time work that is in keeping with their ultimate employment goals. Listings of jobs immediately available may be seen on the bulletin board outside this office.

The evening student may call these offices during the day to arrange for appointments to discuss placement and employment problems.

UNIVERSITY BOOKSTORE:

The University Bookstore is open Monday through Thursday Evenings from 5:30-8:00 p.m., and Saturday from 9:00 a.m.-12 p.m.

RECREATION ACTIVITIES:

The Department of Health, Physical Education and Recreation in the Field House provides athletic facilities for use by all students including those who attend in the evening. Organized recreation activities for special interest groups such as badminton, handball, folk dancing and gymnastics clubs meet regularly in the evenings and encourage membership and participation by evening division students.

STUDENT ACTIVITY CARD:

The evening part-time student may purchase a student activity card for $15.00. This card entitles him to admission to all athletic and other activities available to the full-time student.

STUDENT DIRECTORY:

A student directory listing faculty, administration and students enrolled in Fall Semester is available to evening division students in the Evening Division Office.

THE CAFETERIA:

The cafeteria is open to all students. Service for the benefit of Evening Division students is maintained from 5:00 to 6:30 p.m.

STUDENT LOUNGE:

The student lounge is located downstairs in Jones Hall and is open until 10:30 p.m.

EVENING DIVISION OFFICE

The Evening Division Office is located in Room 221, Administration Building and is open for service to the Evening Division Student during hours listed below. For a conference with the Director regarding admission, general counseling, records, etc., call 324-3601, extension 241, for an appointment.

Hours	Mon.-Thurs.	1:00 p.m.- 8:00 pm.
	Fri.	9:30 a.m.- 4:00 p.m.
	Sat.	9:00 a.m.-12:00 p.m.

THE SCHOOL OF ARTS AND SCIENCES

Title	Dept.	Course No. New	Course No. Old	Sec.	Time	Days	Room	Instructor	Cr.
ART									
Introduction to Art	Art	1101	111	701	6:00	MW	OHJ303	Govan	3
				702	6:00	TT	OHJ303	Govan	3
Architectural Graphics	Art	1554		701	6:00-9:00	TT	A380	A. Nave	3
BIOLOGY									
Introduction to Biology	Biol	1002	112	701	7:30	MW	B231	Cunningham	3
General Plant Biology	Biol	1200	141	701	6:00	TT	B317	Wise	4
General Animal Biology	Biol	1600	142	701	6:00	TT	B215	Hollingsworth	5
Plant Physiology	Biol	4232	425	701	6:00	MW	B226	Howell	4
CHEMISTRY									
General Chemistry	Chem	1112	112	Lec.					
				701	6:00	TT	M119	Estes	4
				Lab.					
				701	7:30	TT	M115	Staff	
				Lab.					
				702	7:30	TT	M116	Staff	
General Organic Chemistry	Chem	3212	322	Lec.					
				701	6:00	TT	M218	Spell	4
				Lab.					
				701	7:30	TT	M132	Spell	
Physical Chemistry	Chem	3412	342	Lec.					
				701	6:00	TT	M219	Kirksey	4
				Lab.					
				701	7:30	TT	MB4	Kirksey	
PHYSICS									
Physics for Science and Engineering	Phys	2512	252	Lec.					
				701	6:00	TT	M233	Wolny	5
				Lab.					
				701	8:00	TT	M227	Wolny	
Astronomy	Phys	4050	405	Lec.					
				1	1:00 p.m.	TT	M225	Wollett	3
				Lab.					
				1	6:00 p.m.	Th	M225	Wollett	
ENGLISH									
English Composition	Engl	1101	111	701	6:00	MW	A345	Staff	3
				702	7:30	MW	ED105	Staff	3
				703	7:30	MW	A345	Staff	3
				704	6:00	TT	A407	Staff	3
				705	6:00	TT	A247	Staff	3
				706	7:30	TT	A407	Staff	3
				707	7:30	TT	A247	Staff	3
English Composition and Analysis	Engl	1102	112	701	6:00	MW	A237	Staff	3
				702	6:00	MW	A346	Staff	3
				703	6:00	MW	A347	Staff	3
				704	7:30	MW	A346	Staff	3
				705	7:30	MW	A347	Staff	3
				706	6:00	TT	A345	Staff	3
				707	6:00	TT	A348	Staff	3
				708	7:30	TT	A345	Staff	3
				709	7:30	TT	A348	Staff	3
English Literature	Engl	2101	211	701	6:00	MW	A248	Staff	3
				702	7:30	MW	A332A	Staff	3
				703	6:00	TT	A237	Staff	3
				704	7:30	TT	OHJ234	Staff	3
				705	7:30	TT	A237	Staff	3
English Literature	Engl	2102	212	701	6:00	MW	B212	Staff	3
				702	6:00	MW	A332A	Staff	3
				703	7:30	MW	B212	Staff	3
				704	6:00	TT	A332A	Staff	3
				705	6:00	TT	OHJ234	Staff	3
				706	7:30	TT	A332A	Staff	3
English Grammar	Engl	3501	442	701	6:00	MW	A348	Abbett	3
Chaucer	Engl	4231	421	701	6:00	TT	A248	Snipes	3
The English Novel	Engl	4242	452	701	7:30	MW	A237	Howell	3
Creative Writing	Engl	4601	372	701	7:30	TT	A248	Minetree	3

Title	Dept.	Course No. New	Course No. Old	Sec.	Time	Days	Room	Instructor	Cr.
GEOGRAPHY									
Introduction to Earth Science I	Geog	1101	111	Lec. 701	6:00	MW	J119	Siniard	4
				Lab. 701	7:30	MW	J116	Siniard	
A Survey of World Regions II	Geog	2311	236	701	6:00	MW	J105	Frye	3
Earth Science IV: The Oceans	Geog	4131	414	701	7:30	TT	J105	Corbet	3
Tennessee	Geog	4317	437	701	6:00	MW	J106	Sisco	3
GEOLOGY									
Physical Geology	Geol	1101	171	Lec. 701	6:00	TT	J119	Bailey	4
				Lab. 701	7:30	TT	J116	Bailey	
HISTORY									
Development of European Civilization I	Hist	1301	111	701	6:00	TT	A158	Staff	3
Development of European Civilization II	Hist	1302	112	701	6:00	MW	A142B	Staff	3
				702	7:30	MW	A142B	Staff	3
The United States to 1865	Hist	2601	221	701	6:00	MW	A156	Staff	3
				702	6:00	TT	A156	Staff	3
				703	7:30	TT	A156	Staff	3
The United States since 1865	Hist	2602	222	701	6:00	MW	A139	Staff	3
				702	7:30	MW	A139	Staff	3
				703	7:30	MW	A143	Staff	3
				704	6:00	TT	A143	Staff	3
				705	6:00	TT	A157	Staff	3
				706	7:30	TT	A157	Staff	3
Latin America from 1825 to the Present	Hist	3212	316	701	7:30	TT	A143	Pierce	3
Constitutional History of the United States since 1865	Hist	3842	344	701	7:30	MW	A156	Staff	3
JOURNALISM									
Advertising Copy Writing	Jour	3221	314	701	6:00 9:00 p.m.	W	A173	Westland	3
MATHEMATICS									
The Structure of Mathematics	Math	1112		701	7:30	MW	A314	Staff	3
Concepts of Number	Math	1181	101	701	6:00	MW	A312	Staff	3
Concepts of Algebra	Math	1182	102	701	7:30	MW	A312	Staff	3
Basic Mathematics	Math	1211	122	701	6:00	TT	A333	Wong	3
				702	7:30	TT	A333	Staff	3
College Algebra and Trigonometry	Math	1212	141	701	6:00	MW	A303	Minton	3
				702	7:30	MW	A333	Persky	3
Mathematics for Business	Math	1291	107	701	6:00	TT	A303	Staff	3
				702	7:30	TT	A303	Simpson	3
Analytic Geometry and Calculus	Math	1321	211	701	6:00	MWTh	A315	Beaty	5
Analytic Geometry and Calculus	Math	2322	213	701	6:00	MWTh	A310	McDonald	5
MODERN LANGUAGES									
FRENCH									
Elementary French	Fren	1102	112	701	6:00	MW	OHJ205	Staff	3
Intermediate French	Fren	2202	212	701	7:30	MW	OHJ205	Staff	3
The Seventeenth Century	Fren	3422	332	701	7:00	W	OHJ209	Carroll	3
GERMAN									
Elementary German	Germ	1102	112	701	7:30	MW	OHJ207	Staff	3
The Classical Period	Germ	4482	412	701	7:00	Tue	OHJ207	Morrison	3
RUSSIAN									
Survey of Russian Literature	Russ	3412		701	7:00	Tue	OHJ211	Welsh	3

Title	Dept.	Course No. New	Course No. Old	Sec.	Time	Days	Room	Instructor	Cr.
SPANISH									
Elementary Spanish	Span	1102	112	701	6:00	TT	OHJ220	Staff	3
Intermediate Spanish	Span	2202	212	701	7:30	TT	OHJ220	Staff	3
Survey of Spanish Literature	Span	3412	312	701	7:30	TT	OHJ213	Dailey	3
Survey of Spanish—American Literature	Span	3512	342	701	6:00	TT	OHJ213	Dailey	3
PHILOSOPHY									
Introduction to Philosophy	Phil	1111	111	701	6:00	MW	H137	Bowman	3
Elementary Logic	Phil	1611	112	701	6:00	TT	H137	James	3
POLITICAL SCIENCE									
Survey of Modern Foreign Governments	Pol Sci	1301	122	701	6:00	TT	BA403	Roy	3
State and Local Governments	Pol Sci	2221	222	701	7:30	MW	BA403	Steers	3
Legislative Process	Pol Sci	3211	311	701	6:00	MW	BA403	Mahood	3
PSYCHOLOGY									
General Psychology I	Psyc	1101	111	701	6:00	MW	J219	Addington	3
				702	7:30	MW	J221	Staff	3
				703	7:30	MW	J216	Staff	3
General Psychology II	Psyc	1102	112	701	6:00	TT	J216	Staff	3
Psychology in Business and Industry	Psyc	2101	212	701	7:30	MW	J222	Addington	3
Quantitative Methods	Psyc	2301	215	701	6:00	TT	J219	Lupfer	3
Psychology of Personality	Psyc	3101	311	701	6:00	MW	J221	Staff	3
Developmental Psychology	Psyc	3103	316	701	7:30	TT	J221	Staff	3
Psychology of Exceptional Children	Psyc	4401	414	701	6:00	TT	J221	Staff	3
SOCIOLOGY AND ANTHROPOLOGY									
Society and Man	Soc	1111	211	701	6:00	TT	H106	Roberts	3
Contemporary Social Problems	Soc	2112	421	701	6:00	MW	H131	Hasan	3
Survey of the Field of Social Work	Soc	2911	423	701	7:30	MW	H137	Staff	3
SPEECH AND DRAMA									
Business Speech	Spch	1011	101	701	7:30	MW	H123	Staff	3
Basic Principles of Public Speaking	Spch	1311	111	701	6:00	MW	H123	Staff	3
Public Speaking	Spch	2311	112	701	6:00	MW	H121	Shamo	3
Audiology	Spch	2631	263	701	6:00	TT	H121	Staff	3
History and Criticism of American Public Address	Spch	4362		701	6:00	TT	H112	Rapp	3
Dramatic Theory and Criticism	Spch	4581		701	4:30-7:30	Wed.	H122	Ausprich	3
Directing the Forensics Program	Spch	4922	493	701	6:00	MW	H112	Schon	3

THE SCHOOL OF BUSINESS ADMINISTRATION

ACCOUNTANCY									
Fundamentals of Accounting I	Acct	2010	201	701	6:00	TT	BA307	Staff	3
				702	7:30	TT	BA307	Staff	3
				703	7:30	MW	BA407	Staff	3
Fundamentals of Accounting II	Acct	2020	202	701	6:00	MW	BA303	Staff	3
				702	7:30	MW	BA307	Staff	3
				703	6:00	TT	BA303	Staff	3
Accounting Laboratory	Acct	2720	272	701	6:00	Tu	BA407	Staff	1
Intermediate Accounting II	Acct	3120	312	701	6:00	MW	BA407	Fitzpatrick	3
Cost Accounting II	Acct	3320	332	701	7:30	MW	BA305	L. Curbo	3
Auditing II	Acct	4250	425	701	6:00	MW	BA307	R. Curbo	3

Title	Dept.	Course No. New	Course No. Old	Sec.	Time	Days	Room	Instructor	Cr.
Accounting Systems	Acct	4450	445	701	7:30	TT	BA305	Hall	3
Accounting Theory I	Acct	5110	S511	701	6:00	MW	BA305	L. Curbo	3
Advanced Taxation	Acct	5510	S551	701	6:00	TT	BA305	Hall	3
Current Accounting Problems II	Acct	5840	S584	701	7:30	MW	BA303	Spiceland	3
ECONOMICS									
Principles of Economics I	Econ	2110	211	701	6:00	MW	BA217	Staff	3
				702	7:30	MW	BA205	Staff	3
Principles of Economics II	Econ	2120	212	701	6:00	MW	BA205	Staff	3
				702	7:30	MW	BA217	Staff	3
Economics of Business Enterprise	Econ	3110	312	701	6:00	MW	BA201	Scruggs	3
Labor Economics	Econ	3210	321	701	7:30	TT	BA205	Haskew	3
Money and Banking I	Econ	3610	361	701	7:30	MW	BA203	Holbrook	3
Business Cycles and Forecasting	Econ	4120	491	701	6:00	TT	BA201	Viser	3
Introduction to Business and Economic Research	Econ	4140		701	6:00	MW	BA203	Carrier	3
National Income Analysis	Econ	4320	492	701	7:30	MW	BA201	Scruggs	3
The Securities Market	Econ	4710		701	6:00	TT	BA203	Hruby	3
Public Finance	Econ	4720	451	701	6:00	TT	BA205	Newkirk	3
Seminar in Finance	Econ	5720	S563	701	7:30	TT	BA201	Hruby	3
MANAGEMENT									
Introduction to Business	Mgmt	1010	101	701	6:00	MW	BA325	Staff	3
Clerical Office Machines	Mgmt	2710	271	701	6:00	TT	BA209	Staff	3
Business Law I	Mgmt	3010	301	701	6:00	TT	BA409	Staff	3
Business Law II	Mgmt	3020	302	701	7:30	MW		Staff	3
Real Estate	Mgmt	3310	331	701	7:30	MW	BA211	Staff	3
Business Organization and Finance	Mgmt	3410	341	701	7:30	TT	BA409	Staff	3
Business Statistics I	Mgmt	3710	371	701	7:30	TT	BA209	Staff	3
Introduction to Data processing System	Mgmt	3750	381	701	6:00	MW	BA419	Staff	3
General Insurance	Mgmt	3810	335	701	6:00	TT	BA419	Staff	3
Real Estate Law	Mgmt	4310	431	701	6:00	MW	BA211	Staff	3
Management of Business Enterprise	Mgmt	4410	442	701	6:00	TT	BA211	Staff	3
Plant Layout	Mgmt	4530	448	701	7:30	TT	T122	Staff	3
Corporation Finance	Mgmt	4610	441	701	7:30	MW	BA421	Staff	3
Electronic Data Processing	Mgmt	4750	481	701	6:00	TT	BA213	Staff	3
Application of Computers to Modern Business	Mgmt	4760	482	701	7:30	TT	BA213	Staff	3
Property and Casualty Insurance	Mgmt	4810	435	701	7:30	TT	BA419	Staff	3
Insurance Agency Management	Mgmt	4830		701	6:00	TT	BA223	Staff	3
MARKETING									
Principles of Marketing	Mktg	3010	301	701	6:00	TT	BA401	House	3
Principles of Retailing	Mktg	3320	381	701	7:30	TT	BA401	House	3
Marketing Administration	Mktg	4010	401	701	6:00	MW	BA401	Ingram	3
Marketing Farm Products	Mktg	3510	321	701	7:30	MW	BA401	Ingram	3
SECRETARIAL SCIENCE									
Elementary Typing I	Sec Sci	1210	121	701	6:00	MW	BA315	Staff	3
Fundamentals of Shorthand I	Sec Sci	2120	211	701	7:30	MW	BA319	Staff	3
Typing for General Business	Sec Sci	2230	222	701	7:30	TT	BA323	Staff	3

Title	Dept.	Course No. New	Course No. Old	Sec.	Time	Days	Room	Instructor	Cr.
Fundamentals of Shorthand II	Sec Sci	2130	212	701	6:00	TT	BA417	Staff	3
Secretarial Office Machines	Sec Sci	3310	317	701	7:30	MW	BA317	Gray	3
Punched Card Methods	Sec Sci	4400		701	6:00	TT	BA421	Brown	3
Office Management II	Sec Sci	5420	S542	701	6:00	MW	BA319	Gray	3

THE SCHOOL OF EDUCATION

Foundations of Educational Thought and Practice	Educ	2011	203	701	7:30	MW	ED107	Staff	3
				702	7:30	MW	ED105	Staff	3
Human Growth and Development	Educ	2111	102	701	6:00	MW	ED300	Staff	3
				702	6:00	MW	ED306	Staff	3
The Psychology of Learning	Educ	3121	201	701	6:00	MW	ED107	Staff	3
				702	6:00	MW	ED105	Staff	3
Teaching Methods in Elementary School Mathematics	Educ	3251	386	701*	8:00	TT	ED305	Crabtree	2
Teaching Methods in Elementary School Science	Educ	3261	386	701*	6:00	TT	ED305	Fisher	2
Teaching Methods in Elementary School Social Studies	Educ	3271	387	701*	6:00	TT	ED305	Rauhof	2
Teaching Methods in High School Subjects	Educ	3301	381	701	6:00	TT	ED107	Staff	3
Survey of Preschool Education	Educ	3411	382	701	7:30	TT	ED205	Woolner	3
Improving the Teaching of Reading	Educ	4242	446	701	7:30	TT	ED107	Sawyer	3
The Teaching of Children's Literature in the Elementary School	Educ	4245	445	701	7:30	TT	ED117	Taylor	3
The Teaching of Modern Mathematics in the Elementary School (Grades 1-8)	Educ	4252	443	701	6:00	TT	ED205	Crabtree	3
Procedures, Administration, and Organization of Guidance Services in Schools	Educ	4611	471	701	6:00	TT	ED106	Coury	3
Educational Tests and Measurements	Educ	5511	S553	701	6:00	Tu	ED310	Nothern	3

*NOTE: Students enrolling in Section 701 of Education 3251, 3261 and 3271 must enroll in all three courses. Education 3261 begins at the start of the semester and ends April 1. Education 3271 begins April 1 and ends with the semester. Education 3251 is conducted the entire semester.

LIBRARY SERVICE

Books and Related Library Materials for children	LibS	3111	321	701	6:00	MW	Lib201	Mahood	3
Cataloging and Classification	LibS	4232	412	701	4:30	MW	Lib201	Cariani	3

SPECIAL EDUCATION

Education of Exceptional Children	SpEd	4151	480	701	4:30	TT	ED105	Kelly	3
Education of the Brain-Injured and Cerebral Palsied Child	SpEd	4162	482	701	7:30	TT	ED105	Kelly	3

PHYSICAL EDUCATION

Handball (men)	PEd	1161	220	701	6:00	TT	F100	Turman	1
Folk and Square Dance (Co-Ed)	PEd	1251	241	701	6:00	TT	F122	Durden	1
Modern Dance (Co-Ed)	PEd	1271	243	701	6:00	MW	F122	Haltzman	1
Badminton (Women)	PEd	1801	255	701	6:00	TT	F207	Blackshire	1

Title	Dept.	Course No. New	Old	Sec.	Time	Days	Room	Instructor	Cr.
HEALTH									
Health, Personal and Community	Hlth	1102	101	701	6:00	TT	F119	Rudman	3
EDUCATIONAL ADMINISTRATION AND SUPERVISION									
School and Community Relationships	Educ	4400	411	701	6:00	Wed.	ED308	Danley	3
				702	8:00	Sat.	ED308	Danley	3

INDUSTRIAL TECHNOLOGY

Introduction to Engineering	I.T.	1411	141	701	6:00	TT	T122	White	3
Engineering Graphics I	I.T.	1511	151	701	7:30	TT	T124	Cunningham	3
Engineering Graphics II	I.T.	1521	152	701	7:30	TT	T123	Vaughan	3
Topographical Drafting	I.T.	2591		701	6:00	MW	T124	Klink	3
Foundry	I.T.	2721	272	701	7:30	MW	T126	Roberts	3
Intermediate Electronics	I.T.	2821	282	701	7:30	TT	T120	White	3
Strength of Materials	I.T.	3401	340	701	6:00	MW	T122	Gabriel	3
Architectural Drawing I	I.T.	3511	351	701	7:30	MW	T123	Gabriel	3
Mechanical Equipment in Construction	I.T.	3532		701	7:30	TT	T122	Ragon	3
Machine Design	I.T.	3571	357	701	7:30	MW	T124	Fly	3
Plant Layout	I.T.	4481	448	701	8:30	TT	T122	Staff	3

DOWNTOWN DIVISION

THE SCHOOL OF ARTS AND SCIENCES

English Composition	Engl	1101	111	401	5:30	MW	902	Staff	3
English Composition	Engl	1102	112	401	7:00	MW	901	Staff	3
English Literature	Engl	2102	212	401	7:00	MW	902	Grimes	3
HISTORY									
The United States since 1865	Hist	2602	222	401	5:30	MW	901	Staff	3
MATHEMATICS									
College Algebra and Trigonometry	Math	1212	141	401	5:30	TT	902	Staff	3
Mathematics for Business	Math	1291	107	401	7:00	TT	902	Staff	3
SOCIOLOGY									
Society and Man	Soc	1111	211	401	7:00	MW	903	Cockrell	3
Criminology	Soc	3521	411	401	5:30	MW	Armour Center	Crowns	3
Techniques of Criminal Investigation	Soc	4523		401	5:30	TT	Armour Center	Staff	3
Probation and Parole	Soc	4525		401	7:00	MW	Armour Center	Crowns	3

THE SCHOOL OF BUSINESS ADMINISTRATION

ACCOUNTANCY									
Fundamentals of Accounting II	Acct	2020	202	401	5:30	TT	903	Staff	3
ECONOMICS									
Principles of Economics II	Econ	2120	212	401	7:00	TT	903	Staff	3
MANAGEMENT									
Business Organization and Finance	Mgmt	3410	341	401	5:30	MW	903	Staff	3
SECRETARIAL SCIENCE									
Fundamentals of Shorthand II	Sec Sci	2130	212	401	5:30	MW	904	Staff	3
Typing for General Business	Sec Sci	2230	222	401	7:00	MW	904	Staff	3
Advanced Shorthand I	Sci Sec	3140	311	401	7:00	TT	904	Staff	3
Applied Secretarial Practice I	Sec Sci	4320	431	401	5:30	TT	904	Staff	3
INDUSTRIAL TECHNOLOGY									
Industrial Safety	I.T.	3386	437	401	5:30	Tues	901	Staff	3
Principles of Supervision	I.T.	4381	438	401	8:30 5:30 8:30	Thur	901	Staff	3

ART

1101—Introduction to Art. (3). (111)

An introduction to the fundamental principles of the fine arts, aimed at providing an understanding of art products and processes as a basis for judgment and enjoyment of all types of art expression.

1554—Architectural Graphics. (3).

Fundamentals of graphic representation; techniques and materials of freehand drawing.

BIOLOGY

1002—Introduction to Biology. (3). (112)

A continuation of Biology 1001, with emphasis on the plant kingdom. Credit in this course is not acceptable for the biology major or in the pre-professional curricula. Credit not allowed for both Biology 1002 and 1200.

Two lecture, two laboratory hours per week.

1200—General Plant Biology. (4). (141)

A survey of the plant kingdom considering distribution, taxonomic relationships, morphology, physiology, and economic importance of selected forms.

Three lecture, two laboratory hours per week.

1600—General Animal Biology. (5). (142)

A survey of the animal kingdom considering distribution, taxonomic relationships, morphology, physiology, and economic importance of selected forms.

Three lecture, four laboratory hours per week.

4232—Plant Physiology. (4). (425)

Principles of physiology and their application to the living organism, with emphasis on higher plants. PREREQUISITE: permission of the instructor.

Two lecture, four laboratory hours per week.

CHEMISTRY

1112—General Chemistry. (4). (112)

A continuation of Chemistry 1111, covering the chemistry of more important metals, chemical equilibrium and the Law of Mass Action, electrochemistry, oxidation potentials, and chemistry of some of the more important non-metals. The laboratory is elementary qualitative analysis. PREREQUISITES: Chemistry 1052 or 1111, and Mathematics 1211 or 1212.

Three lecture, three laboratory hours per week.

3212—General Organic Chemistry. (4). (322)

A continuation of 3211, with emphasis on the more important functional derivatives of aliphatic and aromatic hydrocarbons. PREREQUISITE: Chemistry 3211.

Three lecture, three laboratory hours per week.

3412—Physical Chemistry. (4). (342)

A continuation of Chemistry 3411, considering such topics as irreversible processes, electromotive force, ionic equilibria, quantum theory, molecular structures, crystals, and surface chemistry. PREREQUISITE: Chemistry 3411.

Three lecture, three laboratory hours per week.

PHYSICS

2512—Physics for Science and Engineering. (5). (252)

A continuation of Physics 2511. PREREQUISITE: Physics 2511. PREREQUISITES or COREQUISITES: Chemistry 1112 and Mathematics 2321.

Four lecture, two laboratory hours per week.

4050—Astronomy. (3). (405)

A survey course considering practical astronomy, the principal constellations, the solar system, the structure of the galaxy, theories of stellar evolution. PREREQUISITE: Mathematics 1212.

Three lectures per week, and occasional observation periods.

ENGLISH

1101—English Composition. (3). (111)

Training in the composition of English sentences, paragraphs, and expository essays related to elementary readings in the nature and history of the language and to exercises in formal logic.

1102—English Composition and Analysis. (3). (112)

Further training in the composition of expository essays related to study of types of literature. PREREQUISITE: English 1101 or equivalent.

2101—English Literature. (3). (211)

A survey of English literature from the beginning through the eighteenth century with attention to the development of forms and to the cultural context. PREREQUISITES: English 1101 and 1102 or the equivalent.

2102—English Literature. (3). (212)

A survey of English literature from the Romantic period to the present with continuing attention to the development of forms and to the cultural context. PREREQUISITES: 1101, 1102, and 2101 or the equivalent.

3501—English Grammar. (3). (442)

A brief introduction to linguistic scholarship followed by a survey of current grammatical theory, a review of English grammatical terminology, and a consideration of the relation between grammar and style.

4231—Chaucer. (3). (421)

A study of Chaucer as a literary artist, including a reading of representative works and discussion of their philosophical and social context.

4242—The English Novel. (3). (452)

A study of major English novels from the mid-nineteenth century to the present with attention to developments in the genre.

4601—Creative Writing. (3). (372)

Discussion of technique of fiction and verse, analysis of models, and criticism of student work. PREREQUISITE: permission of instructor.

GEOGRAPHY

1101—Introduction to Earth Science I. (4). (111)

An introductory study of earth-sun and earth-moon relations, the oceans and their movements, weather, and climate.

Three lecture, two laboratory hours per week.

2311—A Survey of World Regions II. (3). (236)

Regional geography of the Orient, the Pacific world, Africa, Latin America, and Anglo-America, with emphasis on the people and their activities as related to the environment.

4131—Earth Science IV. The Oceans. (3). (414)

An analytical study of the oceans to include their physical, chemical, and biological qualities; their movements, resources, climatic influences, and importance for transportation.

4317—Tennessee. (3). (437)

A comparison of the human-use, political, and physical regions of the state.

GEOLOGY

1101—Physical Geology. (4).

A study of the earth's internal composition and structure, the forces which establish the gross form of the earth's land masses and ocean basins, and the geologic processes of denudation which account for the diverse and complex detail of the earth's surface configuration.

Three lecture, three laboratory hours per week.

HISTORY

1301—The Development of European Civilization I. (3). (111)

Especially recommended for freshmen, this course traces the forms of western civilization from their ancient beginnings through the seventeenth century.

1302—The Development of European Civilization II. (3). (112)

Especially recommended for freshmen, this course traces the forms of western civilization from the beginning of the eighteenth century to the present.

2601—The United States to 1865. (3). (221)

A survey of the United States from the discovery to the close of the Civil War. PREREQUISITE: sophomore standing.

2602—The United States since 1865. (3). (222)

A survey of the United States from the Civil War to the present. PREREQUISITE: sophomore standing.

3212—Latin America from 1825 to the Present. (3). (316)

A survey of the institutions and politics of Latin America since 1825. PREREQUISITE: sophomore standing.

3842—Constitutional History of the United States since 1865. (3). (344)

A study of the operation of the United States Constitution since 1865. PREREQUISITE: junior standing and History 2602.

MATHEMATICS

1112—The Structure of Mathematics (3).

Regulations and functions; coordinate geometry; algebraic graphs; analytic trigonometry; numerical computation; polynomial calculus. PREREQUISITE: Mathematics 1111.

1181—Concepts of Number. (3). (101)

Elements of set theory; introduction to logic; number symbols; number systems; fundamental operations of arithmetic.

1182—Concepts of Algebra. (3). (102)

The structure of elementary algebra; mathematical phrases and sentences; equations and inequalities; applications. PREREQUISITE: Mathematics 1181.

*1211—Basic Mathematics. (3). (122)

Exponents; fractions; linear and quadratic functions and graphs; quadratic equations and systems; progressions; interest; binomial theorem; permutations and combinations; probability. PREREQUISITE: Two units of high school algebra or geometry.

1212—College Algebra and Trigonometry. (3). (141)

Axioms for numbers; inequalities; circle relations; trigonometric identities and graphs; polynomials; systems of equations; inverse trigonometric and exponential functions; complex numbers. PREREQUISITE: Three units of high school algebra and geometry, or Mathematics 1211.

1291—Mathematics for Business. (3). (107)

Fundamental concepts of arithmetic and algebra; linear functions and graphs; linear systems; percent; linear programming; matrices.

1321—Analytic Geometry and Calculus. (5). (211)

Essentials of analytic geometry including the straight line; the nature of derivatives; differentiation of algebraic functions; applications of the derivative; basic concepts of integration and the definite integral; applications of the definite integral. PREREQUISITE: 4 units of high school algebra, geometry and 12th grade mathematics, or Mathematics 1212.

2322—Analytic Geometry and Calculus. (5). (213)

Introduction to the calculus and algebra of vectors; parametric equations; vectors and analytic geometry in 3-space; partial differentiation; multiple integrals; infinite series. PREREQUISITE: Mathematics 2321.

JOURNALISM

3221—Advertising Copy Writing. (3). (314)

The principles of advertising physchology studied in relation to the proved techniques for writing effective copy; approximately half of the course is devoted to practice in writing advertisements.

MODERN LANGUAGES

1102—Elementary French. (3). (112)

A continuation of French 1101, completing the study of elementary French grammar, elementary conversation and the reading of simple French texts such as *Le Petit Prince* by St. Exupéry.

2202—Intermediate French. (3). (212)

A continuation of French 2201, with greater emphasis on accuracy in oral and written expression and reading for comprehension.

3422—The Seventeenth Century. (3). (332)

A study of the representative works in the classical genres, emphasizing the later masterpieces of Molière and Racine, and selected works of Mme. de La Fayette, La Fontaine, Mme. de Sévigné, La Bruyère, and La Rochefoucauld.

1102—Elementary German. (3). (112)

A continuation of German 1101 devoted to further extensive drill in fundamentals.

4482—The Classical Period. (3). (412)

The major plays and certain prose works of the young Goethe read and discussed in the light of the age and of the author's development.

3412—Survey of Russian Literature. (3).

Survey of Russian literature from the beginning of the nineteenth century to the Soviet period.

1102—Elementary Spanish. (3). (112)

A continuation of Spanish 1101, with further extensive drill in the fundamentals.

2202—Intermediate Spanish. (3). (212)

A continuation of Spanish 2201, with further reading in Hispanic literature designed to enlarge the student's vocabulary and improve his pronunciation.

3412—Survey of Spanish Literature. (3). (312)

A continuation of Spanish 3411, covering Neoclassicism, Romanticism, *costumbrismo,* Realism, Naturalism, contemporary literature, and present trends.

3512—Survey of Spanish-American Literature. (3). (342)

A survey of Spanish-American literature from the beginnings of Modernism to the present.

PHILOSOPHY

1111—Introduction to Philosophy. (3). (111)

An introduction to philosophy through the great problems arising from man's reflection on the knowledge and nature of the world and human conduct in it. A study is made of some of the great books in philosophy where these problems are discussed.

1611—Elementary Logic. (3). (112)

An introduction to the principles of valid reasoning with emphasis on the nature of language, the fundamentals of deductive and inductive inference, and the use of logic as a practical human instrument.

POLITICAL SCIENCE

1301—Survey of Modern Foreign Governments. (3). (122)

A comparative study of political institutions and functions of selected foreign governments: Great Britain, France, Germany, Russia, and Switzerland.

2221—State and Local Governments. (3). (222)

The role of the state governments in the Federal System, political institutions, elections; the organization, functions, and problems of state government, with special emphasis on Tennessee government.

3211—The Legislative Process. (3). (311)

The origins, organization, functions, and activities of the modern legislature; making laws, supervising the administration, representing and informing the people.

PSYCHOLOGY

1101—General Psychology. (3). (111)
An introduction to psychology as a basic science emphasizing research findings and theoretical interpretations in the investigation of human behavior. Areas covered include individual differences, social processes, aptitudes and vocational adjustment, intelligence, personality, and behavior pathology.

1102—General Psychology II. (3). (112)
A continuation of Psychology 1101. Areas covered include sensation and perception, motivation and emotion, learning and retention, and physiological mechanisms.

2101—Psychology in Business and Industry. (3). (212)
Attitudes, morale, skill, motivation; fatigue, and other psychological factors important in employer and employee relations in business and industry.

2301—Quantitative Methods. (3). (215)
Elementary statistics with primary emphasis on computation. Measures of central tendency and variability with introduction to tests of significance and correlation.

3101—Psychology of Personality. (3). (311)
The development, organization, and assessment of the normal personality with an introduction to the nature of personality theory.

3103—Developmental Psychology. (3). (316)
Patterns of intellectual and behavioral development from birth through the adolescent years. Psychological effects of genetic, organic, and environmental influences as the child matures.

4401—Psychology of Exceptional Children. (3). (414)
Home and school problems of handicapped, retarded, emotionally unstable, precocious, or gifted children. PREREQUISITE: 12 semester hours in psychology, including Psychology 3103 or 3201.

SOCIOLOGY

1111—Society and Man. (3). (211)
Nature and significance of culture; social organization and social processes; social and culture change.

2112—Contemporary Social Problems. (3). (421)
Investigation, analysis, and discussions of current social problems.

2911—Survey of the Field of Social Work. (3). (423)
History and philosophy of social work in the United States, functions of public and private social service programs, qualifications and opportunities for social work practice.

3521—Criminology. (3). (411)
Theories of causation, crime as a business, affiliated problems, trends in punishment, treatment of offenders, control and prevention.

4523—Techniques of Criminal Investigation. (3).
A description, analysis, and demonstration of historical and contemporary techniques and procedures utilized in the apprehension of the criminal.

4525—Probation and Parole. (3).
The analysis of various release procedures and their effectiveness from a historical, philosophical, and sociological point of view.

SPEECH AND DRAMA

1011—Business Speech. (3). (101)
Basic principles of oral communication, with attention to the speaking situation of the business world.

1311—Basic Principles of Public Speaking. (3). (111)
Adjustment to the speaking situation with emphasis on research, analysis, speech organization, and effective voice usage.

2311—Public Speaking. (3). (112)

Organization and delivery of speeches of various types, including discussion techniques and speeches for special occasions; attention is given to developing the student's ability to analyze and criticize speech performances. PREREQUISITE: Speech 1311, or permission of the instructor.

2631—Audiology. (3).

An introductory course dealing with the theory and technique practiced in audiometry and speech reading.

4362—History and Criticism of American Public Address. (3).

An analysis of political, religious and social speaking from colonial times to the present. Such men as Clay, Emerson, Lincoln, Webster, and the Roosevelts will be considered.

4581—Dramatic Theory and Criticism. (3).

The major documents in dramatic theory and criticism from Aristotle to the present.

4922—Directing the Forensics Program. (3). (493)

Designed for the teacher charged with the responsibility of developing and directing interscholastic or intercollegiate competitive speech programs; the study of the historical background for such programs, organizing techniques, recruiting, tournament direction, and other related concerns.

THE SCHOOL OF BUSINESS ADMINISTRATION

ACCOUNTANCY

2010—Fundamentals of Accounting I. (3). (201)

Basic principles, journalizing and posting, the accounting cycle, accruals and deferments, valuation accounts, special journals including the voucher register. Both semesters.

2020—Fundamentals of Accounting II. (3). (202)

Payrolls, taxation, partnership, corporations, further applications of accounting theory. Both semesters. PREREQUISITE: Accounting 2010.

2720—Accounting Laboratory. (1). (272)

The working of a practice set involving current accounting practice. Both semesters. PREREQUISITE: Accounting 2010.

3120—Intermediate Accounting II. (3). (312)

Cash and receivables, inventories, tangible operating assets, intangibles, investments, liabilities, reserves and valuation accounts, net income determination, statement of source and application of funds. Both semesters. PREREQUISITE: Accounting 3110.

3320—Cost Accounting II. (3). (332)

Process costs, estimated costs, standard costs, budgets. Both semesters. PREREQUISITE: Accounting 3310.

4250—Auditing II. (3). (425)

Application of auditing principles of verification of financial statements, preparation of reports, case studies applicable to specific industries, current trends. A practice audit is carried out. Spring semester. PREREQUISITE: Accounting 4240.

4450—Accounting Systems. (3). (445)

Problems involved in designing accounting installations for various types of business, including the designing of clerical departments and planning of required mechanical devices. Spring semester. PREREQUISITE: Accounting 3120.

5110—Accounting Theory I. (3). (S-511)

A study of the broad aspects and objectives of accounting with emphasis on generally accepted accounting principles, modern accounting trends, and contemporary controversial topics through a study of current releases of the American Institute of Certified Public Accountants, the American Accounting Association, and other research related to changing accounting concepts. PREREQUISITE: Accounting 4220, or permission of the instructor.

5510—Advanced Taxation. (3). (S-551)

Selected Research and study in the taxation of individuals and business organizations by federal and state governments; preparation of selected state and federal tax returns including those associated with income, excise, gift, death, sales, and payroll; tax practice and procedures. PREREQUISITE: Accounting 4520 or permission of instructor.

5840—Current Accounting Problems II. (3). (S-584)

Continuation of study of current accounting problems encountered in C.P.A. examinations; review of business law relating to C.P.A. examinations with emphasis on the Uniform Commercial Code; brief review of accounting theory as it pertains to the C.P.A. examination. PREREQUISITE: Permission of instructor.

ECONOMICS

2110—Principles of Economics I. (3). (211)

An introduction to economic concepts and terminology and to the fundamental principles underlying the production, exchange, distribution, and consumption of income and wealth, together with the application of those principles to major contemporary problems. Attention is given to both the neo-classical and the national income methods of economic analysis. PREREQUISITE: 21 hours of college work, including one semester of college math.

2120—Principles of Economics II. (3). (212)

A continuation of Economics 2110. PREREQUISITE: Economics 2110.

3110—Economics of Business Enterprise. (3). (312)

Analysis of the functioning of business enterprise by applying economic theory to the actual problems of business. Analysis techniques are applied to profit, competition, product policy, demand and cost conditions, pricing policies, and capital budgeting. Both semesters. PREREQUISITE: Economics 2120.

3210—Labor Economics. (3). (321)

An introductory course dealing with the principles, history, and theories of labor policies. Both semesters. PREREQUISITE: Economics 2120.

3610—Money and Banking I. (3). (361)

Monetary and banking history of leading countries with special emphasis on the theory of money and banking in the United States, deposit and earning operations of individual banks, interbank, and central bank relations. Both semesters. PREREQUISITE: Economics 2120.

4120—Business Cycles and Forecasting. (3). (414)

Study of factors involved in the movements of business activity; irregular, seasonal, cyclical, and trend; application of the same for forecasting purposes in business. Both semesters. PREREQUISITES: Economics 3610 and Management 3710.

4140—Introduction to Business and Economic Research. (3).

Theory and practice in research techniques. PREREQUISITE: Management 3710.

4320—National Income Analysis. (3). (492)

An examination of the most desirable goals for fiscal policy and the programs that may be followed to attain the various goals, with emphasis on tools available and techniques involved. Spring semester. PREREQUISITE: Economics 3610.

4710—The Securities Market. (3).

Problems of investment bankers, dealers, brokers. Functions of organized markets and over-the-counter markets. Mechanics of trading. Regulation of the market. Fall semester. PREREQUISITE: Management 3410.

4720—Public Finance. (3). (451)

Theory and practice of government expenditure and revenue; theory, practice, shifting, and incidence of the various forms of taxation; elementary consideration of the integrating of revenue and expenditure into fiscal policy. Fall semester. PREREQUISITE: Economics 2120.

5720—Seminar in Finance. (3). (S-563)

Special study of selected current problems in this area; for the most part individual studies will be pursued, with group analysis and discussion at regular class meetings. Spring semester. PREREQUISITE: permission of the instructor.

MANAGEMENT

1010—Introduction to Business. (3). (101)

A survey course to acquaint beginning business students with the major institutions and practices in the business world, to provide the elementary concepts of business, and to act as an orientation course for selection of a specific major. Both semesters. Open to freshmen only.

2710—Clerical Office Machines. (3). (271)

Instruction and practice in the operation of the major types of adding and calculating machines; development of a working knowledge of the 10-key and full keyboard adding machine, key-driven and rotary calculators, and other mechanical office devices. Both semesters.

3010—Business Law I. (3). (301)

Nature and classification of law, contracts, negotiable instruments. Study of selected cases. Both semesters. PREREQUISITE: junior classification or permission of the instructor.

3020—Business Law II. (3). (302)

Business organization, personal property, trade regulations, with emphasis on case studies. Both semesters. PREREQUISITE: Management 3010.

3220—Labor Legislation. (3). (322)

Historic and philosophic background for labor legislation with emphasis on recent legislation in the labor area and the effect of these laws on social and economic institutions. Spring semester. PREREQUISITE: Economics 3210.

3310—Real Estate. (3). (331)

Real Estate Law, property description, methods of transferring property, joint ownership, tax sales and title to property, inheritance of real property. Spring semester. PREREQUISITE: junior classification or permission of the instructor.

3410—Business Organization and finance. (3). (341)

Promotion, organization, and financing of business enterprise; principles underlying selection of business form; structure and trends of American enterprise system; financial management; emphasis is placed on small and medium-sized enterprises. Both semesters. PREREQUISITE: Accounting 2020.

3710—Business Statistics I. (3). (371)

Procedures of collection, analysis, presentation and interpretation of economic and business data. Both semesters. PREREQUISITE: Mathematics 1291 or equivalent and Economics 2110 and 2120.

3750—Introduction to Data Processing Systems. (3). (381)

A course designed to give an introduction to the characteristics of electronic machines and their use in computation and data processing. The objective is to give the student an understanding of the machines rather than to develop the advanced technical or mathematical aspects. PREREQUISITE: Mathematics 1291.

3810—General Insurance. (3). (335)

Theory, practice, and problems involved with life, fire, marine, casualties, and surety insurance; rates and rating; actuarial activities. Fall semester. PREREQUISITE: junior classification or permission of the instructor.

4310—Real Estate Law. (3). (431)

This course covers law and legal instruments as applied to real estate and is designed to serve the needs of property owners and those engaged in the real estate business. PREREQUISITE: Management 3020 and 3310.

4410—Management of Business Enterprise. (3). (442)

Consideration is given to over-all policy formation and practice in the operation of new and going business concerns, with emphasis on problems of nonfinancial management in the small firm. Both semesters. PREREQUISITE: Management 3410.

4530—Plant Layout. (Same as Industrial Technology 4481). (3). (448)

Study of industrial plants, with emphasis on floor plans and placement of facilities. PREREQUISITE: permission of the instructor.

4610—Corporation Finance. (3). (441)

Advanced treatment of financial management with emphasis on small and medium-sized enterprise and the forces underlying determination of policy; financial problems are considered in connection with refunding, reorganization, mergers, and consolidations. Both semesters. PREREQUISITE: Management 3410.

4750—Electronic Data Processing and Programming. (3). (481)

This course is concerned with programming and operation of electronic data processing equipment. Machine language and programming systems will be studied in detail including FORTRAN and COBOL. Introduction will be made to computer applications to business. PREREQUISITE: Management 3750 or permission of instructor.

4760—Application of Computers to Modern Business. (3). (482)

A continuation of Management 4750, stressing computer application to solution of business problems in such areas as: sales analysis, sales forecasting, accounting, personnel, inventory, management, production control, and distributive applications. Introduction will also be made to management science applications and simulation. PREREQUISITE: Management 3710 and 4750 or permission of instructor.

4810—Property and Casualty Insurance. (3). (435)

The forms and functions of fire, marine, automobile, general liability, and other types of property and casualty insurance with emphasis on their application to commercial and industrial occupancies. A survey of current underwriting practice. PREREQUISITE: Management 3810.

4830—Insurance Agency Management. (3). (437)

Organization, management, and operation of insurance sales agencies. Equal emphasis is given to the problems and practices of the company-owned and the independent agency. PREREQUISITE: Management 3810.

MARKETING

3010—Principles of Marketing. (3). (301)

General survey of the marketing structure; development, functions, costs, institutions, and pricing policies. Both semesters. PREREQUISITE: Economics 2110 or permission of instructor.

3320—Principles of Retailing. (3). (381)

Fundamental principles underlying the successful operation of a retail business. Both semesters. PREREQUISITE: Marketing 3010.

3510—Marketing Farm Products. (3). (321)

Functional, commodity, and institutional problems concerned with marketing farm products including the roles of farmers, cooperatives, government, and food processing industries; also the roles of wholesalers and retailers of food products in getting these products to the ultimate consumer. Spring semester. PREREQUISITE: Marketing 3010.

4010—Marketing Administration. (3). (401)

A case study of actual business marketing problems and the techniques used to solve them. Both semesters. PREREQUISITES: Marketing 3010 and Marketing 3320.

1210—Elementary Typewriting I. (3). (121)

Use and operation of the parts of the typewriter, mastery of the keyboard, simple business and professional letters and reports, introduction to tabulations. Four meetings per week. Both semesters. Students who have completed one or more units of typewriting in high school may not take Secretarial Science 1210 for credit.

2120—Fundamentals of Shorthand I. (3). (211)

Basic principles of simplified Gregg shorthand—alphabet, brief forms, phrases, and abbreviations; beginning dictation and pre-transcription training. Both semesters. Students who have completed one or more units of shorthand in high school may not take Secretarial Science 2120 for credit.

Two lecture, two laboratory hours per week.

2130—Fundamentals of Shorthand II. (3). (212)

Further study of shorthand theory, acquisition of ability to take rapid dictation and transcribe accurately. Enrollees must be able to type or be enrolled in Secretarial Science 1220 or Secretarial Science 3250 while taking this course. Both semesters. PREREQUISITE: Secretarial Science 2120 or permission of the instructor.

Two lecture, two laboratory hours per week.

2230—Typing for General Business. (3). (222)

An advanced typewriting class for nonsecretarial majors. Emphasis is placed on acquiring ability to set up business letters, forms, and statements, including tabulation. Both semesters. PREREQUISITES: High School Typing, Secretarial Science 1210 or permission of the instructor.

3310—Secretarial Office Machines. (1 or 3). (371)

Instruction and practice in the use of secretarial office machines including: electric typewriters; transcribing from voice-writing equipment; ink and spirit duplication; lettering guides and styli; and the IBM keypunch. Students who desire instruction only on the IBM keypunch may register for one hour credit. Spring and summer semesters. PREREQUISITE: Secretarial Science 3250 and Secretarial Science 3510.

4400—Punch Card Methods. (3).

Introductory course in the operation and use of punched-card equipment. Key punching, sorting, tabulation and preparation of reports, card designing and application to problems in the fields of economics, marketing accounting, personnel, education, and other areas of research.

5420—Office Management II. (3). (S-542)

Problems in actuating office employees and controlling the work of the office, including motivating office personnel, job evaluation, recruiting and training office employees, office supervision, standards and standardization, quantity and quality control, improving procedures, simplification, office forms, measuring and timing office work, office manuals, office costs, and budgets.

THE SCHOOL OF EDUCATION

2011—Foundations of Educational Thought and Practice. (3). (203)

An overview of the whole field of education, with emphasis on those things a prospective teacher should know at the beginning of his professional preparation.

2111—Human Growth and Development. (3). (102)

An attempt to help the student understand child nature and development, to appreciate the fact that all behavior is caused, and to form the habit of seeking bases for both normal and abnormal behavior in situations at home, at school, and in the community.

3121—The Psychology of Learning. (3). (201)

The psychology of learning as applied to activities under the guidance of the school.

3251—Teaching Methods in Elementary School Mathematics. (2). (386)

The mathematical processes required of the elementary school child; reasons for the use of certain methods. PREREQUISITES: Education 2011, 2111, and 3121.

3261—Teaching Methods in Elementary School Science. (2). (386)

A study of the natural environment as a child would view it; activities which challenge a child; reasons for the use of certain methods. PREREQUISITES: Education 2011, 2111, and 3121.

3271—Teaching Methods in Elementary School Social Studies. (2). (387)

A basic course involving methods and materials appropriate to each developmental level of the elementary school child. PREREQUISITES: Education 2011, 2111, and 3121.

3301—Teaching Methods in High School Subjects. (3). (381)

Emphasis is placed on ways in which learning experiences may be organized to insure effective pupil learning. PREREQUISITES: Education 2011, 2111, and 3121.

3411—Survey of Preschool Education. (3). (382)

Philosophy and theories of preschool education; physical, emotional, social, and mental development of preschool children; keeping of records; working with parents; selecting equipment and supplies; curriculum content; planning a course of study. PREREQUISITE: Education 2011, 2111, and 3121.

4242—Improving the Teaching of Reading. (3). (446)

Survey of reading methods and research for the person who has had experience in the classroom.

4245—The Teaching of Children's Literature in the Elementary School. (3). (445)

A course designed to improve the methods of teaching children's literature in the elementary school, including units on story telling, dramatization, choral speech work, and the correlation of literature with the content subjects.

4252—The Teaching of Modern Mathematics in the Elementary School (Grades 1-8). (3). (443)

An advanced course acquainting prospective and experienced teachers with the mathematical processes required of the elementary school child and the reasons why certain methods are used.

4611—Procedures, Administration, and Organization of Guidance Services in Schools. (3). (471)

Historical background and growth of the guidance movement; sociological, psychological, and educational foundations; functions, scope, organization and administration of guidance services; duties and responsibilities of administrators, teachers, and specialists in guidance programs.

5511—Educational Tests and Measurements. (3). (S-553)

The principles underlying the construction of objective tests and the problems relating to the use and interpretation of school measurements by teachers and administrators; practice in the construction of new-type and essay tests, and in the elements of statistical procedure necessary for the interpretation of school measurements.

LIBRARY SERVICE

3111—Books and Related Library Materials for Children. (3). (321)

Primarily a reading course based on materials suitable for elementary school children; leisure-time interests and curricular needs; criteria for evaluating books and related materials such as magazines, phonograph records, radio programs, and films; aids used in their selection; types of literary and informational books, authors, illustrators, and publishers; story-telling and other devices for encouraging reading.

4232—Cataloging and Classification. (3). (412)

An introduction to the principles of classification of books; simplified techniques of cataloging books and other materials by the abridged Dewey decimal system; the use of printed cards.

SPECIAL EDUCATION

4151—Education of Exceptional Children. (3). (480)

A survey course which deals with the general problems involved in the education of exceptional children.

4162—Education of the Brain-Injured and Cerebral Palsied Child. (3). (482)

A study of the neurological mechanisms; the types of aphasia and their educational implications and adjustments; the types of cerebral palsy and their educational implications and remedies by use of special methods and materials; other physiological impairments (such as encephalitis) frequently encountered by teachers of special education; an investigation of the most satisfactory educational approaches to the rectification of these conditions.

HEALTH

1102—Health, Personal and Community. (3). (101)

The physiological basis of correct living, including fundamental biological facts; the psychological aspects of human behavior as they affect the individual health conduct and mental hygiene; the agents of disease and modern scientific methods of controlling them; the roles of public health agencies and related cooperative agencies; the individual's responsibility for maintaining a healthful community.

EDUCATIONAL ADMINISTRATION AND SUPERVISION

4400—School and Community Relationships. (3). (411)

The relationship of the school to community agencies concerned with health and safety, government, religion, occupations, extension services, children's organizations, adult education, cultural activities, cooperative movements, etc.; relationship of the community to such school activities as attendance, athletics, lunch, libraries, extra-curricular programs, home study, records and reports, guidance, etc.

INDUSTRIAL TECHNOLOGY

1411—Introduction to Engineering. (3). (141)

Introduction to the engineering profession with emphasis on the slide rule and instrumentation.

1511—Engineering Graphics I. (3). (151)

Basic drafting practices in the use of instruments, theory of projections, and working drawings.

One lecture, four laboratory hours per week.

1521—Engineering Graphics II. (3). (152)

Continuation of Industrial Technology 1511, including basic space relationships of points, lines, planes, and surfaces. PREREQUISITE: Industrial Technology 1511. (Students with two years of high school drafting, or with drafting experience—upon satisfactory completion of a proficiency test—may be permitted to enroll in Industrial Technology 1521).

One lecture, four laboratory hours per week.

2591—Topographical Drafting. (3).

Study of surveying and drafting conventions used by the civil engineer. PREREQUISITES: Industrial Technology 1451 and Geology 1101.

Two lectures, two laboratory hours per week.

2721—Foundry. (3). (272)

Study and practice of casting non-ferrous metals. PREREQUISITE: Industrial Technology 1611.

One lecture, four laboratory hours per week.

2821—Intermediate Electronics. (3). (282)

A continuation of Industrial Arts 2811, with emphasis on vacuum tubes, power supplies, amplifiers, oscillators, and test equipment. PREREQUISITE: Industrial Technology 2811.

Two lecture, two laboratory hours per week.

3386.—Industrial Safety. (3).

Study of industrial hazards and safety procedures.

3401—Strength of Materials. (3).

Analysis and study of structural materials. PREREQUISITES: Industrial Technology 1411 and Mathematics 1212.

3511—Architectural Drawing I. (3). (351)

Planning and executing residential preliminary and working drawings, details, and specifications. PREREQUISITE: Industrial Technology 1551.

One lecture, four laboratory hours per week.

3532—Mechanical Equipment in Construction. (3).

Continuation of Industrial Technology 3531, with emphasis on the acoustical sanitary, and water service for commercial and residential structures. PREREQUISITES: Industrial Technology 3531.

3571—Machine Design. (3). (357)

Study and design of basic machine elements. PREREQUISITE: Industrial Technology 2511.

One lecture, four laboratory hours per week.

4481—Plant Layout. (3). (448)

Study of industrial plants, with emphasis on floor plans and placement of facilities. PREREQUISITE: Industrial Technology 4471.

REGISTRATION PACKETS

During the week of January 3-7 registration packets will be *mailed out* to all students who are currently enrolled in the University—with the exception of students currently on probation and seniors graduating in January, 1966. Students will obtain their packets as outlined in the following:

CURRENT STUDENTS: Come by the Records Office sometime during the month of December and check your address as it is recorded in the IBM address register. This address should be one where you can receive mail—*including your registration packet and grades*—for this school year.

(1) If your address is correct, take no action.

(2) If your address is not correct, take one of the IBM address cards and enter

a. Your name

b. Your correct address

c. Your student number (five-digit number appearing on ID card and in upper right corner of Bursar's receipt

FORMER STUDENTS: Packets of former students will be mailed out only if they have completed readmission requirements by January 3, 1966. Students completing readmission requirements after this date will receive their packets on the day that their alphabetical group is scheduled to register.

NEW STUDENTS: New Evening Division students may obtain their packets at 5:00 P.M. on Tuesday, February 8, 1966.

APPLICATION FOR NEW and TRANSFER STUDENTS

Students beginning college or transferring from another institution complete this form for further information on admission requirements.

Full Name_____ Sex: _____
(print) Last First Middle Maiden, if married M or F

Address_____
Number Street City Zone State

Date of Proposed Entrance_____ Semester of 19____

Type of Classification Regular Student____ Adult Special____

For further information write or call Dr. W. A. Brotherton, Director, Evening Division.